CUMBRIA MEDICAL SERVICES – PERSON SPECIFICATION

POST: Theatre Nurse / Practice Nurse / Operating Department Practitioner (ODP) – Band 5/6

LOCATION: Victoria Cottage Hospital, Maryport, Keswick Hospital, Cleator Moor Health Centre and Hilltop Heights, Carlisle.

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<tr>
<th>FACTORS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>QUALIFICATIONS AND/OR EXPERIENCE</td>
<td>Level 1 Registered Nurse (Adult) on the live NMC register (With an interest in working within theatres) OR Operating Department Practitioner Registered with the Health Professions Council (HPC)</td>
<td>Relevant qualifications over and above the minimum RSCN/Degree Additional qualifications – theatre nursing (certificate/course)</td>
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<td>KNOWLEDGE</td>
<td>Knowledge of patient care / needs in the peri-op environment Clinical Governance Infection Control Health and Safety ILS</td>
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<td>SPECIAL APTITUDES</td>
<td>Team Working Excellent communication skills Good record keeping Confidentiality</td>
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JOB DESCRIPTION

Job Title: Theatre Nurse / Operating Department Practitioner (ODP) / Practice Nurse

Band 5/6

Responsible To: Theatre Manager and Partners

Accountable To: Theatre Manager and Practice Manager

Role: The RGN/ODP is a member of the operating department team responsible for assessing, planning, implementing and evaluating individual programmes of care for patients in the peri-operative environment.

Professional Responsibility

1. Provide and maintain a high standard of patient centred nursing care as well as providing nursing assistance to the doctors and other members of the primary healthcare team in accordance with theatre policies and procedures.
2. Effective, professional communication with relevant consultants, GPwSI’s, theatre staff and the admin team and enhancement of communication between surgeon and patient.
3. Assist with co-ordinating the smooth and safe flow of patients throughout the peri-operative process.
4. Manage theatre lists and liaise with admin team to ensure the clinics run smoothly and efficiently.
5. Observe and report upon patients’ condition whilst in the care of CMS
6. Maintain accurate and legible nursing records (either on computer or manually) and ensure their safekeeping
7. Ensure that procedures are understood by staff and carried out according to established practices, standards and policies.
8. Participate in the mentoring, supervision, teaching and appropriate assessment of learners, junior and new staff
9. Contribute to the development of training programmes
10. Comply with responsibilities in relation to clinical governance
11. Ensure the safe use of all equipment within the department following CMS policy with regard to staff training on same.
12. Have an understanding of the Risk Management process and participate when necessary in the identification and analysis of risk.

Administrative Responsibilities

1. Be familiar with and adhere to health and safety regulations, fire policies, COSHH regulations and infection control policies
2. Practice due economy ensuring optimum use of resources, supplies and equipment
Special Requirements of the post:

1. Undertake continuing professional development including keeping abreast of changes and developments in nursing and take every opportunity to maintain and improve professional knowledge and competence.
2. An understanding, acceptance and adherence to the need for strict confidentiality.
3. Ability to use own judgment, resourcefulness and common sense.
4. A commitment to maintain a high professional standard of nursing care and keep up to date with all aspects of nursing care relevant to the post.
5. A commitment to ensure all Health and Safety requirements and Infection Control measures are met and to report any problems to the practice manager.
6. A commitment to the effective use of practice and NHS resources.
7. An awareness of own limitations and experience.
8. To have a written professional development plan and to maintain an up to date portfolio which meets the requirements of registration with the UKCC.
9. Cooperate with annual appraisal meetings.

Risk assessment:

- Recognising and being aware of safeguarding issues for children and adults.
  Undertake training in Safeguarding yearly.

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.